

# TA-53 LOCKOUT/TAGOUT RECORD FORM (Attachment A to 53 FMP 106-04)

Prepared by	Organization	Effective Date	Expiration Date												
Location of equipment, machinery, or system TA BuildingRoom		Equipment ID/description													
Work to be performed (include w/o number if applicable)															
<p><b>Steps for determining if a written procedure is required: complete Steps A and B.</b></p> <ol style="list-style-type: none"> <li>1. The machine or equipment has no potential for stored or residual hazardous energy or for the accumulation of stored hazardous energy after it is shut down.</li> <li>2. The machine has a single energy source that can be readily identified and isolated.</li> <li>3. The isolation and lock out of the single energy source will completely de-energize and deactivate the machine or equipment.</li> <li>4. A single lockout device will lock out the machinery or equipment.</li> <li>5. The lockout device is under the exclusive control of the authorized employee.</li> <li>6. The servicing, maintenance, or modification does not create a hazard for other employees.</li> <li>7. The machine or equipment is isolated from the energy source and locked out when service, maintenance, or modification is being performed.</li> <li>8. According to the best knowledge of the authorized employee or line manager, no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance have occurred.</li> </ol> <p><b>Step A: All eight of the above conditions are met.</b>      Yes      No</p> <ul style="list-style-type: none"> <li>•If Yes, proceed to Step B</li> <li>•If No, a written procedure is required. Follow an approved Attachment 5 to LP 106-01 or other approved procedure for locking and tagging out this equipment and attach to this form.</li> </ul> <p><b>Step B: The lockout/tagout will be performed by an individual authorized employee or by authorized employees from the same team/section with similar levels of expertise.</b></p> <p style="text-align: right;">Yes      No</p> <ul style="list-style-type: none"> <li>•If yes, a written procedure is not required. This Record Form must be completed and maintained at the work site.</li> <li>•If no, a written procedure is required. Follow an approved Attachment 5 to LP 106-01 or other approved procedure for locking and tagging out the equipment and attach to this form.</li> </ul> <p><b>Authorized Employee has notified (unless otherwise specified in written procedure):</b></p> <ul style="list-style-type: none"> <li>•Building Manager for lockout/tagouts of facility equipment</li> <li>•Appropriate group personnel for lockout/tagouts of programmatic equipment</li> <li>•CCR (7-5729) for lockout/tagouts of equipment necessary for the production and delivery of LAMPF/LANSCE beam (operational periods only)</li> </ul> <p>Notification completed on _____ (date and time)</p> <p>Independent verification completed      Not required      (see 53 FMP 106-04, para. 7.3.6.)</p> <p><b>I have reviewed and understand the lockout/tagout procedure for this equipment.</b></p> <table border="1"> <tr> <td>(Lead) Authorized Employee</td> <td>Group      Z#</td> <td>Date</td> </tr> <tr> <td>Authorized Employee</td> <td>Group      Z#</td> <td>Date</td> </tr> <tr> <td>Authorized Employee</td> <td>Group      Z#</td> <td>Date</td> </tr> <tr> <td>Authorized Employee</td> <td>Group      Z#</td> <td>Date</td> </tr> </table> <p>attach additional sheets for signatures if needed</p>				(Lead) Authorized Employee	Group      Z#	Date	Authorized Employee	Group      Z#	Date	Authorized Employee	Group      Z#	Date	Authorized Employee	Group      Z#	Date
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### Steps for Lockout/Tagout

The Authorized Employee must perform the following steps to lock and tag out equipment, machinery, or systems. These steps must be followed for all lockout/tagout activities.

1	<b>Review</b>	Review the written lockout/tagout procedure to understand the hazards and how to control them.
2	<b>Notify</b>	Notify the appropriate person (see para. 7.3.2 of FMP 106-04) that the equipment or system will be shut down and locked out. Enter on Lockout/Tagout Record.
3	<b>Shut down</b>	After notification, use the normal stopping procedure or otherwise ensure that the equipment or system is shut down.
4	<b>Isolate</b>	Isolate the equipment or system from the energy source(s).
5	<b>Lock and tag out</b>	Lock and tag out the energy isolating device(s) with <b>red</b> lock(s) and <b>red</b> tag(s); ensure that a <b>red</b> tag accompanies each <b>red</b> lock. <b>Note:</b> Tags should be placed where they are readily apparent and do not interfere with or obscure indications, switches, or control devices. See 7.9 of LP 106-01 for permissible uses of a tag only.
6	<b>Independent verification</b>	If verification is required for this equipment (see para. 7.3.6, FMP 106-04), ensure that an independent verifier has signed the procedure. If a written procedure is not required, independent verification is not required.
7	<b>Relieve or restrain stored hazardous energy</b>	Short, reposition, block, bleed down, or perform other action to relieve hazardous energy such as that stored in capacitors, springs, elevated machine members, rotating parts, hydraulic systems.
8	<b>Verify</b>	Use normal operating controls to attempt starting the equipment or system to ensure that it is inoperable. Perform all other required tests to ensure that isolation has been achieved and stored hazardous energy is relieved. Return all operating controls to the neutral or "off" position.
9	<b>Perform</b>	The equipment is locked and/or tagged out; perform the work required.

### Steps for Return to Service

The Authorized Employee must perform the following steps to return equipment, machinery, or systems to service. These steps must be followed for all lockout/tagout activities.

1	<b>Check equipment</b>	Check the equipment or system and the immediate area to ensure that nonessential items have been removed, and the equipment or system is ready for safe operation.
2	<b>Check work area</b>	Check the work area to ensure that all employees are safely positioned or removed from the work area.
3	<b>Verify</b>	Verify that the controls are in the neutral or "off" position.
4	<b>Notify</b>	Notify the appropriate person (see para. 7.3.2 of FMP 106-04) the servicing, maintenance, or modification is complete and request that affected employees be notified of lock and tag removal.
5	<b>Remove locks and tags; re-energize</b>	After notification, remove locks, re-energize the equipment or system, and test to ensure the equipment or system can be operated safely.
6	<b>Return to service</b>	The requirements for returning the equipment or system to service are now complete.